



JESSA JEH POLUTAN

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☎ (0969) 079 2193

SUMMARY

I enjoy communicating and engaging as a form of learning and honing my skills. My experience in school organization has honed my existing communication and problem-solving skills. Additionally, these basic skills became my key to understanding, listening, and solving misunderstandings that are relevant among colleagues. My passion to learn and grow significantly enables me to build my career.

RELEVANT SKILLS

- Communication Skills
- Interpersonal Skills
- Team Oriented
- Strategic Thinking
- Computer Literate

VOLUNTEER WORK AND INTERESTS

Deputy Finance Manager

ISDA Gusa Integrated Association

Creatives Head

Extra MILE Project

Graphic Designer

Short Film "Hidden Threads"

Video Editor

Short Film "Hidden Threads"

EDUCATION

University of Science and Technology of Southern Philippines

Bachelor of Science in Technology Communication Management
(2021-2025)

Liceo de Cagayan University

Senior High School – Accountancy Business and Management
(2019-2021)

Junior High School

Misamis Oriental General Comprehensive High School

(2015-2019)

WORK EXPERIENCE

- Intern (2025)
SEERS Property Management Group Inc.
- Call Center Agent (2024 - 2025)
Celerity BPO Services
- Associate Project Head (2024)
An Extra MILE (USTP)
- In-campus Work Immersion (2022)
Institutional Accreditation and Recognition Office (USTP)

ACHIEVEMENTS

Dean's Lister (2021 - 2024)

University of Science and Technology of Southern Philippines

Honor Student

Liceo de Cagayan University (2019 - 2021)

Misamis Oriental General Comprehensive High School (2015 - 2019)

Leadership Award (2018)

Misamis Oriental General Comprehensive High School